# Travel & Expense Account Transmittal Sheet

# After Approval, Mail Receipts To

Dept of Technology SVC P.O. Box 1810 Rancho Cordova,CA 95741-1810

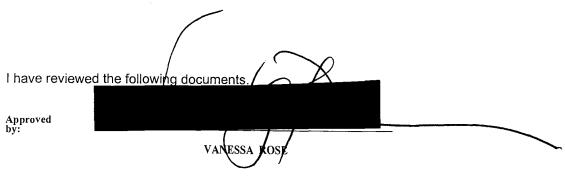


# DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date	Expense Item	Amount	If not submitted - Explain
05/04	Parking, Auto	18.00	
05/05	Parking, Auto	18.00	
05/06	Parking, Auto	18.00	
05/08	Parking, Auto	12.00	
05/13	Parking, Auto	18.00	
05/14	Parking, Auto	18.00	
	05/04 05/05 05/06 05/08 05/13	05/04 Parking, Auto 05/05 Parking, Auto 05/06 Parking, Auto 05/08 Parking, Auto 05/13 Parking, Auto	05/04       Parking, Auto       18.00         05/05       Parking, Auto       18.00         05/06       Parking, Auto       18.00         05/08       Parking, Auto       12.00         05/13       Parking, Auto       18.00

2. Forward Transmittal Sheet and attached documentation through your approval process.



Ref: TEA000459622

Page 1

Printed on 06/11/09

# Travel & Expense Account Summary

Employee Name

PRADEEP AGARWAL

**Expense Dates** 

05/04/09-05/27/09

Report Name

100/May 2009/Parking

Request Total \$

142.25

Direct Charge Total -

0.00

Travel Advances -

0.00

Net Due Employee =

142.25

Trip Totals							
Trip/Expense Category	Trip Name	Total Amount					
Non-Travel Expenses	Parking	142.25					

NOTE: (d)=Direct Charge

DATE	Mon May 4	Tue May 5	Tue May 5	Wed May 6	Thu May 7	Fri May 8	Fri May 8	Fri May 8	Mon May 11	TOTAL
Parking, Auto	18.00	18.00	2.00	18.00	6.00	12.00	1.00	2.75	2.25	142.25
TOTALS \$	18.00	18.00	2.00	18.00	6.00	12.00	1.00	2.75	2.25	142.25

DATE	Mon May 11	Tue May 12	Wed May 13	Thu May 14	Tue May 19	Thu May 21	Thu May 21	Thu May 21	Wed May 27	TOTAL
Parking, Auto	2.50	9.00	18.00	18.00	2.00	2.00	7.50	2.00	1.25	142.25
TOTALS \$	2.50	9.00	18.00	18.00	2.00	2.00	7.50	2.00	1.25	142.25

# Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Parking	05/04/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/05/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/05/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/06/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/07/09	Parking, Auto	6.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	12.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	1.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	2.75	Cash
Non-Travel Expenses	' Parking	05/11/09	Parking, Auto	2.25	Cash
Non-Travel Expenses	Parking	05/11/09	Parking, Auto	2.50	Cash
Non-Travel Expenses	Parking	05/12/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	Parking	05/13/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/14/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/19/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	7.50	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/27/09	Parking, Auto	1.25	Cash

#### Travel & Expense Account Transmittal Sheet

### After Approval, Mail Receipts To

Dept of Technology SVC

P.O. Box 1810 Rancho Cordova,CA 95741-1810



Employee Name Expense Dates AGARWAL, PRADEEP 05/15/09-05/15/09

Total Expense Amount

123.78

Amount Due Employee

123.78

Form ID

TEA000463042

# DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date Expense Item

Amount

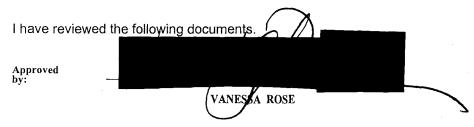
If not submitted - Explain

1) 05/15 Lodging

123.78

2. Forward Transmittal Sheet and attached documentation through your approval process.

TR	TRIP EXCEPTION(S)								
	Item	Exception	Response						
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes						



Ref: TEA000463042

Page 1

Printed on 06/12/09

# Travel & Expense Account Summary

Employee Name

PRADEEP AGARWAL

**Expense Dates** 

05/15/09-05/15/09

Report Name

100/May 09/TIECON

Request Total \$

123.78

Direct Charge Total -

0.00

Travel Advances -

0.00

Net Due Employee =

123.78

Trip Totals							
Trip/Expense Category	Trip Name	Total Amount					
Non-State Sponsored Conference/Convention	TIECON	123.78					

NOTE: (d)=Direct Charge

DATE	Fri May 15					TOTAL
Lodging	123.78	·				123.78
TOTALS \$						123.78

# Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
					N <sub>1</sub>
Non-State Sponsored	TIECON	05/15/09	Lodging	123.78	Corporate Card